



Commercial Use Authorization Requirements for Commercial Transportation/Tour Operators

The Code of Federal Regulations [36 CFR 5.4(a)] prohibits commercial transportation in certain areas of the National Park System, including Grand Canyon National Park, without specific authorization. The Code of Federal Regulations defines transportation as commercial *"if it is operated primarily as a business activity or for profit of the operator, or if any person or organization may receive a profit, commission, fee, brokerage, or other compensation for promoting, soliciting, or selling the trip or tour of which such transportation is a part"* [36 CFR 5.4(a)(1)].

By definition, almost all transportation of passengers to Grand Canyon National Park is commercial except for private automobiles transporting private family groups and certain types of bona fide school or similar institutional travel under limited conditions. All commercial operations (nonprofit or otherwise) are considered **business operations**.

Commercial transportation/tour operators and those who own, lease, charter their vehicles to other tour operators, or rent their vehicles from such places as a rental company for commercial tour purposes must obtain a Commercial Use Authorization (permit) authorizing their presence in the park. Commercial transportation/tour **operators** are defined as *"the person, organization, or group that arranges for the transportation, assumes responsibility for financial risk and management, and determines who shall be transported upon what terms, conditions, or charges"* [36 CFR 5.4(a)(6)].

Tour organizers who book tours using charter services, and who do not actually own, lease, or rent the vehicles from rental companies, are not required to obtain a permit.

Tour groups who are part of a school (and can meet the educational fee waiver requirements), church, family, or non-commercial organization are not required to obtain a permit. A non-commercial organization that is recognized under the Internal Revenue Service Code of Federal Regulations as Tax-Exempt and who can show proof that their activity is not taxable for commercial purposes does not need to obtain a Commercial Use Authorization. The organization must submit their request in writing stating why their proposed activity is not taxable and non-commercial to the Division of Concessions at Grand Canyon National Park along with a copy of their IRS determination letter.

The entrance fee for private, non-commercial groups is \$8 per person, not to exceed \$300.

Effective June 1, 1998, and until further notice, Grand Canyon National Park will have three categories of transportation/tour services:

I. Commercial Tour Service

The permit authorizes the provision of *"commercial motor vehicle transportation to and from Grand Canyon National Park."* The permit does not authorize park-touring services, but identifies specific authorized roads and stops for use within the park (see approved locations listed below).

Entrance fees for tour operators are based on vehicle's seating capacity as follows:

26+ seats -- \$300; this fee is a flat rate per vehicle and not pro-rated for passengers who may be exempt from fees. **No** Golden Eagle, Golden Age, Golden Access and Grand Canyon Park Passes will be accepted and **No** exemptions for age.

1-25 seats -- \$8 per person. All Golden Eagle, Golden Age, Golden Access and Grand Canyon Park Passes will be accepted and those age 16 and under will be exempt from payment of fees.

II. Regional Shuttle Service

Operators must maintain an operational office (a post office box does not qualify) and originate their shuttle service within a 100-mile radius of the entrance stations of Grand Canyon. Shuttle service is defined as no regularly scheduled service.

Entrance fee is a flat rate of \$8 per person; no passenger or vehicle size limit. All Golden Eagle, Golden Age, Golden Access and Grand Canyon Park Passes will be accepted and those age 16 and under will be exempt from payment of fees.

III. Local Transit Service

Transit service is defined as non-tour, point-to-point, regularly scheduled service, originating within a 100-mile radius of Grand Canyon entrance stations.

Entrance fee is \$6 per person. Golden Eagle, Golden Age, Golden Access and Grand Canyon Park Passes will be accepted and those age 16 and under will be exempt from payment of fees.

NOTE: All the above categories of service provide for a seven-day entrance to the park for that group of passengers only. All commercial operators, regardless of category or prepay status, will be required to use the far right lane of all entrance stations; this is to provide for better service and safety to all who are entering the park. All commercial operators will be required to present a **Passenger Certification Form** at the entrance station that indicates the type of service provided and the number of paying and non-paying passengers aboard. Any attempt to willfully misrepresent the type of activity being conducted or the number of visitors on board, in an effort to pay a lesser fee, will result in immediate revocation of the permit. The Passenger Certification Form is not the permit, but is required upon entering the park.

All permits issued for tour or transportation services are valid for the same one-year period.

Permits are mandatory for conducting commercial transportation and/or tour services at Grand Canyon National Park; however, their issuance is a courtesy, not an entitlement. Requests for permits are handled in the order received and can take four or more weeks to issue. Commercial services are not authorized until the permit is finalized. Prospective permittees should not schedule any commercial trips to the park prior to obtaining a fully executed copy of a permit.

Approved Locations

Under an approved permit the permittee will be authorized to use the following described lands or facilities within Grand Canyon National Park.

The permittee may access the **Village Area** via South Entrance Road, Village Loop Road, Center Road, Market Plaza Road, Zuni Way, and Canyon View Bypass Road. The permittee may access **Desert View** by Highway 64 (Desert View Drive) and **North Rim**, Highway 67.

Grand Canyon Village Commercial Vehicle Parking Areas:

Yavapai Lodge designated commercial vehicle parking.

Bright Angel Lodge designated commercial vehicle parking in front of lodge. (Parking at Bright Angel Trailhead is not authorized. Parking in the loading/unloading area, other than to load and unload passengers is not authorized.

Commercial vehicles must be parked in authorized areas away from the lodge when the commercial vehicle spaces are full.)

Maswik Lodge designated commercial vehicle parking

Market Plaza

Grand Canyon Clinic

Mather Campground in permitted group sites for overnight use only.

Public Garage

Yavapai Observation Station is only open to commercial vehicles with 15 passenger carrying capacity or less.

The unpaved area adjacent to railroad tracks. (Overnight parking at this location only permitted from 5:00 pm to 9:00 am)

Mather Point and Canyon View Information Plaza Commercial Vehicle Parking Areas:

Commercial vehicles with a seating capacity of 16 or more will use the commercial bus lot at Canyon View Information Plaza. Use of the Canyon View Bypass Road from South Entrance Road to Yavapai Lodges is authorized (drivers should drive around the "Road Closed" barricades). Use of shuttle loops and shuttle stops is prohibited.

Commercial vehicles with a seating capacity of 15 or less may park at Mather Point and/or Canyon View Information Plaza. Parking at Mather Point is limited to one hour. Transportation provided by the NPS is generally available for those unable to walk from Mather Point to Canyon View Information Plaza.

Desert View:

Desert View/Watchtower designated commercial vehicle parking

Tusayan Ruin/Museum Grand View Point

Note: Temporary Use of the future shuttle bus stop at Desert View is authorized until further notice (parking is limited to 15 minutes for unloading/loading of passengers).

No other stops along the Desert View Road (Hwy 64) or at any of the scenic rim overlooks along the Desert View Road are permitted for any reason between East Entrance and South Entrance Road.

No stopping or parking is permitted for any purpose or length of time at bus stops designated for the park's free shuttle system, except at Desert View.

Except as noted below, no stopping or parking is permitted on the El Tovar hill or loop road in front of the El Tovar Hotel; or on roadways to the immediate south of Kachina and Thunderbird Lodges; the area immediately in front of Maswik Lodge; or at any other location where such stopping or parking is either specifically prohibited by signage or other means or could create an impediment to vehicular movement (especially emergency vehicles), or an endangerment to pedestrian traffic.

Exceptions to the stopping/parking prohibitions noted above are limited to the following: Vehicles may stop for no more than 15 minutes to load or unload passengers and/or baggage in front of the El Tovar Hotel (El Tovar hill – restricted to vehicles under 20 feet) and on the roadways immediately south of Kachina and Thunderbird Lodges. **Drivers must remain with their vehicles while stopping in these locations.**

Hermit's Rest Road:

Commercial vehicles are **not** authorized to use the road at any time of the year, even from December 1 to February 28 each year, when the road is open to the public.

North Rim:

Paved roads and parking areas open to the general public.

Shuttle Bus Stops and Services:

The use of any shuttle bus stop for loading/unloading of passengers and/or parking is not authorized, except as listed under Desert View above.

The Canyon View Information Plaza and Mather Point accessible shuttle is for visitors who are physically disabled. The accessible shuttle runs on a regular schedule that will not be altered for tour operators.

The permittee is authorized to use the above indicated paved roads and stops which are open at the time of visit, and under the direction of the Superintendent, who may revoke or modify this authorization at any time in writing or verbally to the permittee in the interest of visitor service, convenience, and safety, or to meet administrative or management needs in the park. Parking at authorized stops is permissible to the extent space is available.

Insurance Requirements

General Liability Insurance is required covering both bodily injury and property damage in the minimum amount of \$1,000,000 per occurrence.

Automobile Liability Insurance is required by the owner of any commercial motor vehicle operating in Grand Canyon National Park pursuant to a permit, whether or not the vehicle owner is actually the "*commercial transportation or tour operator*" as previously defined. It is the responsibility of the commercial transportation or tour operator to assure that this requirement is met.

A Certificate of Insurance (minimum per occurrence limit of \$300,000), naming the United States Government as an additional insured is required and proof of insurance must be furnished to the park prior to issuance of a permit. All liability insurance must be written by a United States Company.

The permittee must obtain automobile liability insurance for commercial transportation of passengers in at least the limits specified by the State of Arizona. Currently, minimum statutory commercial automobile liability insurance limits are as follows:

Vehicle Capacity	Minimum Limits
Vehicles with seating capacity of 16 or more persons	\$5 million plus \$300,000 uninsured motorist coverage
Vehicles with seating capacity of 7 – 15 persons, inclusive	\$750,000 plus \$300,000 uninsured motorist coverage
Vehicles with seating capacity of 6 or fewer persons	\$300,000 plus \$300,000 uninsured motorist coverage

Commercial Tour Passenger Certification Form

The Commercial Tour Passenger Certification Form is a form utilized by the National Park Service's Fee Management Branch for statistical purposes. **This is NOT the permit, however, it is required upon entering the park**, and at the time the entrance fee is paid. This form is signed by the driver or guide, who verifies that the entrance fee being paid is the correct fee for the vehicle size and number of seats or passengers on board. Failure to have this form completely filled out upon arrival at the Entrance Station could delay your access into the park.

Please print out the form, fill in all the blanks that will remain static, and reproduce the form as many times as necessary for your planned trips to the park. Do not return this form with your application.

Preauthorized Debit Program

(For businesses coming to the park on a frequent basis)

If you enter the park on a frequent basis, defined as four or more times per month averaged over twelve months, you are required to sign up with the National Park Service (NPS) for the Preauthorized Debit (PAD) Program and use exclusively the PAD program for the payment of entrance fees. The PAD payment system is a secure and efficient method of payment. Users will realize a faster transaction at the entrance station and drivers will be free from carrying cash, checks, or credit cards.

The driver or guide completes a PAD version of the Commercial Tour Passenger Certification Form prior to arrival and presents it to the entrance station personnel upon entering the park. These special, carbonless forms are provided by the park at no cost to the operator. The driver or guide will receive a duplicate of the form along with the standard entrance fee receipt. The Fee Management staff will send a daily record of entrance receipts to the park's budget office, which will then send an electronic file to the Department of Treasury Automated Clearing House (ACH) in Kansas City, Missouri. The debit will be applied to the customer's account the following business day.

Once a transaction has occurred, changes cannot be made to the total number of paying passengers. The driver must provide accurate numbers at the entrance station. The duplicate of the form will ensure that the entrance station and the customer have the same records. Because of weekends and holidays, many of the debits will include multiple days' fees. The park's budget office will enter a note for the debit transaction that states the date of entry. If your bank does not print this note on your bank statement, you should ask your bank to do so. If you have questions about this program, please call the park's budget office at 928-638-7727.

If you meet the criteria outlined above, please return the Authorization Agreement for Preauthorized Payments form with your permit application. This form provides the NPS with your bank information. Once your bank information has been confirmed, and the electronic transfer system established, a supply of carbonless PAD forms will be sent to you free of

charge. **Additional forms can be obtained by contacting the Grand Canyon Fee Management Office at 928/638-7951. Forms are not available at the Entrance Stations.** Please monitor your inventory **closely, allowing plenty of time for forms to be mailed to you.**

Please ensure that sufficient funds are in your account to cover your Grand Canyon National Park entrance fees. The ACH will only initiate a debit from your account when Grand Canyon National Park's Budget Office forwards a message to do so, based on the receipt of a PAD payment form.

Permit Compliance

To ensure compliance with the permit program and consistency in the management of the program, the following procedures will be used when permit violations occur. Though these procedures will routinely be adhered to, the Superintendent may, at his discretion, issue citations and/or revoke permits at any time, without prior notice, as situations may warrant.

Failure to obtain a permit to provide commercial services, and have a copy of the document available for inspection at any time while in the park, are violations of the permit terms for which a citation may be issued, and may subject the commercial operator to penalties as prescribed by law or regulation, including exclusion from doing business in the park. National Park Service field personnel will be provided with a current list of permit holders by the Concessions Office. The Concessions Office will be provided with a copy of any written warnings or citations issued to permit holders and these documents will become part of the permittee's park record.

1. A first violation will normally result in a warning letter to the permit holder sent by the Concessions Office. A violation may be documented by a verbal or written warning, or a citation from a park ranger.
2. A second violation will normally result in a second warning letter, with a possible 30-day suspension of the permit. The appropriate course of action will be based on the violation and the company's cumulative history.
3. A third violation will normally result in either a 90-day suspension or revocation of the permit, depending on the seriousness of the violation and the company's cumulative history. Upon revocation of the privileges granted by an IBP, a new application will not be considered for a period of 12 months.

Each violation will be evaluated according to the particular events of the incident. The Superintendent reserves the right to suspend or revoke an IBP for cause at any time.

Notification Requirements

All accidents/incidents resulting in personal injury requiring more than first aid treatment, property damage estimated to be in excess of \$100.00, or damage to park resources will be reported to park dispatch at 928-638-7805 as soon as reasonable, but no more than 24 hours following the incident.

Lost or runaway clients must be reported to park dispatch as soon as possible and without unnecessary delay, at 928-638-7805.

While self-rescue is encouraged in cases where no additional resources are needed, the National Park Service retains the authority to make the determination to employ additional resources when the situation warrants.

Permittee shall assume full rescue expenses incurred by any member of their organized trip.

The trip leader/guide will promptly report information about any human illness, whether employees or guests, to the Public Health Consultant at 928-226-0168. This information, along with other information received, will be evaluated by the Public Health Consultant to help identify outbreaks of illness associated with contaminated water or food sources or caused by other adverse environmental conditions.

Application for Commercial Use Authorization

To apply for a Commercial Use Authorization, complete the application and mail to Grand Canyon National Park/Attn: Concessions Office, PO Box 129, Grand Canyon, AZ 86023. Applications can also be faxed to the Concessions Office at 928-638-7701 with supporting documents. Telephone inquiries should be directed to the Concessions Office at 928-638-7707 between 8:00 a.m. and 4:00 p.m., Mountain Standard Time, Monday through Friday, excluding Federal holidays. Please **allow four or more weeks** to process your application.

National Park Service
U.S. Department of the Interior

Grand Canyon National Park
PO Box 129
Grand Canyon, Arizona 86023



Commercial Use Authorization Application

(Please type or print in ink. Answer all questions completely or mark "N/A" if not applicable.)

1. APPLICANT'S NAME _____

2. BUSINESS NAME _____
(legal entity)

3. DBA(S) _____

(list all dba's)

4. *TAX PAYER ID # _____
-OR-
*SOC. SEC. # _____
* Requirement of the 1996 Debt Collection Act – This number will NOT be made public.

5. ADDRESS _____

6. EMAIL ADDRESS _____ WEB SITE _____

7. PHONE NUMBER _____ FAX NUMBER _____

8. What type of CUA are you applying for?

☐ Commercial Transportation (answer questions below)

If you are a Commercial Transportation Provider, please indicate the type of transportation activities you are proposing to provide under this permit (see Requirements for Definitions):

☐ Commercial Tour Service ☐ Regional Shuttle Service ☐ Local Transit Service ☐ Tuweep

Seating Capacity of Vehicle(s) _____

What is your United States Department of Transportation Number (USDOT): _____

☐ Day Hiking ☐ Backpacking ☐ Bicycle Tour – ☐ South Rim or ☐ North Rim

☐ Equipment Rental and Delivery

☐ Other (Please Describe) _____

9. If Other, List the ACTIVITY (IES) you propose to provide on a separate sheet of paper.
10. Estimate how many trips you plan in a calendar year. _____
11. How many to the South Rim? _____ How many to the North Rim? _____
12. Divide the estimated trips in question #10 by 12. What are the average monthly trips? _____

If the average monthly trips equal 4 or more, you must complete the Authorization Agreement for Preauthorized Debits Form and submit with this application packet.

Note: Operators who visit the park four (4) or more times on average a month, are required to sign up with the National Park Service for the Preauthorized Debit (PAD) payment system. A penalty of \$25 or 10%, whichever is greater, will be imposed for any electronic funds transfer/PAD returned item (e.g., insufficient funds, frozen account, etc.). Permittees shall complete an Authorization Agreement for Preauthorized Debits form available with this permit packet, on the park's website at www.nps.gov/grca, (Fees & Permits) or by calling 928-638-7707.

() I have enclosed the Authorization Agreement for Preauthorized Debits

13. What is the estimated date you plan to begin operating in the park? _____
14. General Liability insurance is required covering both bodily injury and property damage as indicated below:

Commercial Transportation in the minimum amount of \$1,000,000 per occurrence.

Day Hiking in the minimum amount of \$300,000 per occurrence

Backpacking in the minimum amount of \$300,000 per occurrence

Bicycling in the minimum amount of \$300,000 per occurrence

Equipment Rental in the minimum amount of \$300,000 per occurrence

Other – Send Certificate of Liability Insurance – General Liability requirements may be higher than seen here depending on type of proposed activity.

Automobile Liability Insurance is required. Arizona has established the following minimum automobile liability coverage types and limits:

Vehicle Capacity

Seating Capacity of 16
or more persons

Seating Capacity of 7-15
persons, inclusive

Seating Capacity of 6 or
fewer persons

Minimum Limits

\$5 million plus \$300,000
uninsured motorist coverage

\$750,000 plus \$300,000
uninsured motorist coverage

\$300,000 plus \$300,000
uninsured motorist coverage

The "United States Government" at the address below, must be named as an "Additional Insured."

The certificate(s) holder must be The United States Government, Grand Canyon National Park, Division of Concessions, P.O. Box 129, Grand Canyon, Arizona 86023.

() I have enclosed is a Certificate of Liability which meets the above requirements.

15. A check made payable to the Department of Interior-National Park Service in the amount of \$275.00 for each different type of commercial use authorization you are requesting. The authorization permit fee is non-refundable. (The permit fee is waived for all commercial transportation CUA's.)

False, fictitious or fraudulent statements of representations made in this application may be grounds for revocation of the Commercial Use Authorization and may be punishable by fine or imprisonment (U.S. Code, Title 18, Section 1001). All information you provide will be considered in reviewing this application.

Permit processing takes 4 or more weeks. Mail or fax your application and supporting documents, using the attached checklist, to:

Grand Canyon National Park
Division of Concessions
PO Box 129
Grand Canyon, AZ 86023

928-638-7701 (fax)

APPLICATION SUBMITTAL CHECKLIST

All CUA Applications Need to Submit the Following:

- ☐ Commercial Use Authorization Application (Pages 1 & 2)
- ☐ Certificate of Insurance for General and Automobile Liability Insurance (as required in question 14)
- ☐ Authorization for Preauthorized Debits Form (required if average visits over 12 months is equal to 4 or more times per month) – Exhibit A
- ☐ Check made payable to Department of Interior-National Park Service in the amount of **\$275.00 for each** commercial use authorization you are requesting. (Waived for Commercial Transportation CUA's)

If you are applying for Other CUA then you need to attach to the application:

- ☐ Description of proposed activities at Grand Canyon (be specific and detailed so that we may fully evaluate your application)

Additional Items Needed for Day Hiking, Backpacking, or Bicycling CUAs:

- ☐ Staff Registration Form for each guide and leader who will perform work at Grand Canyon – Exhibit B
- ☐ Copy of Adult and Pediatric CPR Certification Card for each guide and leader who will perform work at Grand Canyon
- ☐ Copy of first aid certificate equivalent to the 40-hour "Emergency Response" course of the 36-hour "Wilderness Advanced First Aid" Card for each guide and leader who will perform work at Grand Canyon. **Exception For Bicycling:** The Service will accept the less than 40-hour Wilderness Advanced First Aid course only because it was specifically designed for wilderness situations. Any other first aid certification must be the equivalent of a 40-hour first aid course or more advanced.